

## **Minutes of the Personnel Committee**

**Tuesday, December 11, 2012**

Chair Paulson called the meeting to order at 1:00 p.m.

**Present:** Supervisors Duane Paulson, Pauline Jaske, Mike Crowley, Dan Draeger, Jennifer Grant, Jim Jeskewitz, and Kathleen Cummings.

**Also Present:** Chief of Staff Mark Mader, Human Resources Manager Jim Richter, and Senior Human Resources Analyst Sylvana Radmer. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of 11-20-12**

MOTION: Crowley moved, second by Draeger to approve the minutes of November 20. Motion carried 7-0.

### **Chair's Executive Committee Report of 12-10-12**

Paulson highlighted the following items discussed at yesterday's Executive Committee meeting.

- Approved Resolution 167-R-008 commemorating the 100<sup>th</sup> anniversary of UW-Extension.
- Approved Ordinance 167-O-065 to amend the 2012 capital budget by adding a chiller replacement project.
- Approved various appointments.
- Discussed potential topics and speakers for the 2013 Wisconsin Counties Association Conference. Any ideas should be forwarded to Legislative Policy Advisor Sarah Spaeth or County Board Chair Paul Decker.
- Heard standing committee reports.

### **Schedule Next Meeting Date**

- January 15, 2013

### **Review Correspondence**

- Fund transfer request by the County Clerk's Office to transfer \$19,000 from personnel expenses to operating and interdepartmental expenses to cover additional ballots needed for the special election to fill the vacant 33<sup>rd</sup> State Senate District seat. Of that, \$1,000 will be used to cover additional postage costs related to the recall and special election materials mailings during 2012.

### **State Legislative Update**

Mader indicated Sarah Spaeth met with Wisconsin county executives and administrators and discussed a broad range of issues in preparation for the upcoming state budget, much of which focused on transportation.

**Review and Approve Policies and Procedures Revisions: Alcohol & Other Drug Abuse Policy, Alcohol & Other Drug Abuse/CDL, Emergency Notification of Employees and Facilities, Employee Records and Reports, Harassment in the Workplace, Leaves of Absences, Position Classification and Employment Status, Recruitment and Selection**

Richter and Radmer explained changes to the above-listed policies and procedures as outlined in each section. Richter noted the changes were modest. Crowley asked that revision dates and capitalization be consistent in each section whereby Richter concurred. Paulson said the committee can discuss these revisions again at the January meeting, before they are approved. He asked Richter to clarify the provision on round trip coach fare at that time as requested by Cummings. No other concerns or objections were voiced by committee members. Grant suggested changing the name of the Personnel Committee to reflect current times.

**Ordinance 167-O-071: Approve 2013 Salary Modifications For Non-Represented Employees**

Richter discussed this ordinance as outlined which authorizes a 1.3% across-the-board increase for all non-represented County employees, effective December 29, 2012. This includes all employees except elected officials and those represented by the Wisconsin Professional Police Association and Teamsters Union. He noted this was briefly debated during the last County budget process. In addition, the recent Compensation Study revealed that salary levels for County employees are generally behind the private sector and are on par or slightly behind other public sector employers. It is important we treat newly non-represented employees fairly so if they are ever allowed to re-unionize in the future, they will choose not to. Employees will be paying an additional .75% into their pensions in 2013 and that portion will come out of this proposed salary increase. He noted that employee health insurance deductibles, co-insurance amounts, and out-of-pocket maximums have increased for next year as well. The 2013 adopted budget includes sufficient funding for these changes, including \$751,000 of tax levy funding.

Grant asked if the County will ever move towards a merit system and will we see an ordinance for across-the-board increases again next year? Regarding the latter, Richter said yes. There are many components to pay systems, including the County's, one being annual pay raises/adjustments – the same as other public and private employers. Responding to Grant's question regarding a merit system, Richter did not believe every County position would eventually be in the open system (merit based). It certainly would not happen anytime soon as it is a major change and it would be difficult to implement for certain positions which he explained further. However, adding other positions to the open system is currently being examined and would likely start in 2014. Grant asked if there has ever been a pay freeze. Richter said yes, two years ago there were pay freezes for managers and department heads but there has never been a blanket salary freeze. There have also been furloughs and pay reductions for certain employees in the past. Richter said he would get more detailed information together. To answer Crowley's question, Richter said the last across-the-board increase was last year at this time and it was 2%. Paulson spoke in support of the ordinance.

MOTION: Jaske moved, second by Crowley to approve Ordinance 167-O-071. Motion carried 6-1. Grant voted no.

**Closed Session**

MOTION: Cummings moved, second by Jeskewitz to go into closed session at 2:38 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues for those employees covered under the Wisconsin Professional Police Association (WPPA) Union, and to approve closed session minutes of previous meeting(s). Motion carried 7-0.

MOTION: Cummings moved, second by Jeskewitz to return to open session at 3:07 p.m. Motion carried 7-0.

**Future Agenda Items**

- Discuss Benefits for Non-Represented Employees Versus Newly Non-Represented Employees and Any Future Changes (Jaske)
- Discuss Potential Name Change for the Personnel Committee (Grant)

MOTION: Crowley moved, second by Draeger to adjourn at 3:07 p.m. Motion carried 7-0.

Respectfully submitted,

Pauline T. Jaske  
Secretary